



**United States Consulate General
Sao Paulo, Brazil
Management Notice N°: 15
Date: November 20, 2013**

To: All Employees

Subject: Vacancy – Senior Warehouseman (Re-advertisement)

OPEN TO: All Interested Candidates
POSITION: Senior Warehouseman – FSN-4; FP-AA
OPENING DATE: Wednesday, November 20, 2013
CLOSING DATE: Wednesday, November 27, 2013
WORK HOURS: Full-time; 40 hours/week
SALARY: Ordinarily Resident (OR): R\$ 28,286 annually. (Starting salary)
(Position Grade: FSN-4)
U.S. Citizens EFMs: US\$ 24,518 annually. (Starting salary) (Position Grade: FP-AA)

*** Candidates who have already applied for the Supply Clerk (Truck Driver/Forklift Operator) position will automatically be considered for this position.**

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate General in Sao Paulo is seeking candidates for the position of Senior Warehouseman to work in the General Services Office.

BASIC FUNCTION OF POSITION

The Senior Warehouseman will support all warehouse operations, including events setup, property and equipment moves, vehicle operation and maintenance, property inventories, and auction preparation.

Major Duties of the position is attached.

Warehouse

- Assists Supervisor to maintain Warehouse in segregated by agency and good conditions. Operates a forklift in the Warehouse. Hoists and stores items in places determined by the Warehouse Supervisor. Based on supervisor's guidance separates for issuance items for customers, as well storing items when they are returned. Assists

supervisor in the preparation of documents to demonstrate such movement. Must notify supervisor to any damaged item discovered either upon new arrival or from home/office preventing the issuance prior to repair.

Mover

- Load and unload trucks, vans, pick-ups, deliver and pick up household/office furniture from/to customers. Move items within the Consulate. Assists supervisor to separate and deliver household sets for newcomers. Based on the supervisor's guidance deliver/ pick up Hospitality Kits to residences and setting up tents. Operates motor vehicles in support of the Warehouse to transport items such as furniture and furnishings, supplies, office equipment, etc.

Events setup

- Set up/ dismount tents, tables, chairs, tableware, etc. for multiple official events at the Consulate or residences.

Auction/ Inventory

- Set up/ dismounting in individual lots. Assists supervisor to prepare inventory for sale. Escort bidders for removals of sold items. Participates in the Warehouse's annual inventory helping the inventory team to collect data.

Other Duties

- Other duties as needed and assigned within General Services Office (GSO).

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

EDUCATION: Completion of secondary school is required.

EXPERIENCE: Work experience in loading and unloading trucks; driving cargo trucks/vans are required.

LANGUAGE: Level III (Good Working Knowledge) Portuguese in speaking/reading/writing is required. Level II (Basic Knowledge) English in speaking/reading/writing is required. *Language proficiency may be tested.*

KNOWLEDGE: Incumbent must be able to organize jobs in an efficient manner and prioritize; must be able to coordinate details and fulfill requests for customers; verify inventories. Must be familiar with local traffic laws and patterns; advise on vehicle maintenance. Must have general knowledge for loading and unloading practices and warehouse working procedures.

SKILLS AND ABILITIES: A valid Brazilian's driver's license category "D" is required. Incumbent must be able to acquire forklift operator certifications. Incumbent must also be able to lift heavy items such as furniture, shipping cartons, and office equipment. Must also be able to complete tasks according to instructions given by supervisor. Should be able to acquire and maintain OpenNet computer account and use computer system to perform basic tasks such as submit work requests. Must be

able to coordinate with customers regarding details of requests. Incumbent must understand and follow basic safety practices.

SUBMIT APPLICATION TO

Email: recrutamentosaopaulo@state.gov with vacancy title; or

Mail: Rua Henry Dunant, 700, CEP: 04709-110, Chácara Santo Antonio, SP/SP.

CLOSING DATE FOR THIS POSITION: Wednesday, November 27, 2013.

TRADUÇÃO LIVRE

O Escritório de Recursos Humanos do Consulado Geral dos Estados Unidos em São Paulo está procurando candidatos para o cargo de Carregador de Caminhão Sênior para o Escritório de Serviços Gerais.

Início do recebimento de currículos: quarta-feira, 20 de novembro de 2013

Último dia para receber currículos: quarta-feira, 27 de novembro de 2013

Data prevista para admissão: Imediatamente, após o processo de seleção

Jornada de trabalho: Período Integral, 40 horas semanais

Grade salarial: FSN-4 R\$ 28.286,00 ao ano

***Os candidatos que aplicaram para vaga de Auxiliar de Almoxarifado (Motorista de Caminhão e Operador de Empilhadeira) serão automaticamente considerados para essa vaga.**

FUNÇÕES BÁSICAS DA VAGA:

O Carregador de Caminhão Sênior apoiará todas as operações do almoxarifado, incluindo a organização de eventos, movimentação de equipamentos, operação e manutenção de veículos, inventários de bens e preparação de leilões. Principal responsável pelas atividades relacionadas à montagem de eventos.

Principais atividades e responsabilidades:

Organização de Eventos: 35%

Organizar e executar as atividades na montagem de eventos, de acordo com as instruções do supervisor. Organizar estoques, equipamentos e logística para cada atividade. Trabalhar em conjunto com os outros membros da equipe para garantir que as tarefas sejam cumpridas com eficiência e dentro do prazo estabelecido. Autonomia limitada no planejamento dos cronogramas de trabalho. Eventualmente pode ser solicitado a planejar atividades, devendo identificar prioridades e seguir as instruções do supervisor. Poderá ser incumbido de orientar os colegas de trabalho nas atividades relacionadas à montagem de eventos. Possibilidade de ser solicitado para coordenar detalhes das solicitações feitas ao departamento com clientes.

Almoxarifado: 20%

Auxiliar o supervisor a manter o estoque organizado por agências e em boas condições. Operar empilhadeira dentro do almoxarifado. Separar itens para expedição

de acordo com instruções fornecidas pelo supervisor. Auxiliar no armazenamento de itens devolvidos ao depósito. Auxiliar o supervisor na elaboração de documentos de verificação de transferências. Comunicar ao supervisor sobre danos causados aos itens (tanto no recebimento quanto no transporte desses itens). Auxiliar na coleta de dados para o inventário anual. Auxiliar na montagem e desmontagem de lotes para leilão e na preparação do inventário de vendas. Fazer a escolta durante a remoção dos itens vendidos.

Motorista: 20%

Dirigir veículos de carga de acordo com as normas de segurança e leis de trânsito ao transportar funcionários do Consulado, mobílias, eletrodoméstico e equipamentos em geral. Assegurar que os carregamentos sejam devidamente manuseados e estocados. Ao dirigir, será responsável pela segurança dos passageiros e do carregamento.

Assessorar e planejar as rotas de entrega. Responsável pela manutenção dos veículos, garantindo que estejam em boas condições e informar ao supervisor caso algum problema seja identificado, havendo a possibilidade de coordenar os reparos e manutenção junto ao departamento de transportes. Atualizar diariamente o livro de registros de viagens e encaminhar ao supervisor.

Mudanças 20%

Auxiliar no carregamento e descarregamento de caminhões/vans/pickups. Entregar e retirar mobília, equipamentos em geral e outros itens de propriedade do Consulado. Auxiliar em mudanças nas dependências do Consulado. Garantir que todos os itens sejam transportados cuidadosamente e com segurança. Lidar com os outros funcionários do Consulado e o público geral respeitosamente.

Outras atividades de acordo com a necessidade do Departamento de Serviços Gerais (GSO). **5%**

REQUISITOS BÁSICOS PRINCIPAIS:

Educação – Ensino Médio completo.

Experiência profissional - Experiência em carregamento e descarregamento de caminhões, direção de caminhões e vans e manutenção básica de veículos. Experiência na preparação (montagem e desmontagem) de eventos é desejável.

Idiomas - Nível 3 de Português (Conhecimento Intermediário). Nível 2 de Inglês (Conhecimento Básico). Poderá haver testes de idioma.

Conhecimentos – O candidato deverá ser capaz de organizar atividades de maneira eficiente, identificando prioridades no atendimento ao cliente, ficando a cargo da coordenação dos detalhes dos eventos, preenchimento de formulários e verificação de inventário de bens. Deve conhecer as leis de trânsito e ter noções de manutenção de veículos. Deve ter noções gerais de carregamento e descarregamento de caminhões e procedimentos de almoxerifado.

Aptidões e habilidades – Deve possuir a CNH Categoria “D”, válida para dirigir no Brasil e saber operar empilhadeira e ser elegível para obtenção de posteriores certificações deste tipo de operação. Deve ser capaz de levantar objetos pesados tais como mobília, caixas de transporte marítimo e equipamentos para escritório. Deve desempenhar atividades de acordo com as instruções fornecidas pelo supervisor. Ter habilidade para usar o computador, desempenhando tarefas básicas, como por exemplo enviar solicitações de trabalho. Coordenar com clientes detalhes de solicitações, entender e seguir procedimentos básicos de segurança.

Interessados devem enviar o currículo para:

Departamento de Recursos Humanos

Email: recrutamentosaopaulo@state.gov com o título da vaga; ou

Endereço de Correspondência: Rua Henry Dunant, 700, CEP: 04709-110, Chácara Santo Antonio, SP/SP

PRAZO FINAL PARA O RECEBIMENTO DE CURRÍCULOS:
quarta-feira, 27 de novembro de 2013

SELECTION PROCESS

When fully qualified, U. S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

- . Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply. **Please submit your most recent Employee Performance Report (EPR).**
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**

2. A current resume or curriculum vitae **In English** that provides the same information found on the UAE (**see Appendix B**). **We will not/not accept any applications that are not submitted in English; or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

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The US Mission in Brazil provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted: E.Branco

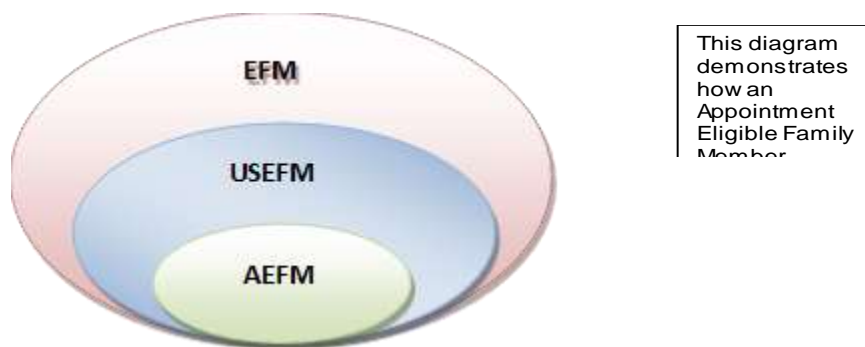
Cleared: D.Yoder

Approved: J.Bournes

E.Gohouré

Appendix A

DEFINITIONS



1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126, Foreign Service Residence and Dependency Report](#), of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

This email is UNCLASSIFIED.